

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers

DATE: May 22, 2009

FROM: Marc Leonetti
State Controller

SUBJECT: Meal Allowance for Out of State Travel
CFO 09-11

The Internal Revenue Service has just completed an examination of the State of Rhode Island's reporting policies regarding payments. The following policy change is a result of the IRS's findings.

Effective July 1, 2009, only travelers staying out-of-state overnight will be allowed a meal allowance. The reimbursement will still be based on a flat rate and based on departure and arrival times as follows:

If the traveler's scheduled **departure** time is **before noon**, they will receive **\$30.00** for the first day of travel.

If the traveler's scheduled **departure** time is **after noon**, they will receive **\$15.00** for the first day of travel.

If the traveler's scheduled **arrival** time is **before noon**, they will receive **\$15.00** for the final day of travel.

If the traveler's scheduled **arrival** time is **after noon**, they will receive **\$30.00** for the final day of travel.

All full days between departure day and arrival day will be at the rate of **\$30.00**.

There will be no miscellaneous expense per diem.

Authorized agents should check the scheduled departure times before authorizing any employee reimbursement voucher. Also, any extra night's accommodations must be justified in writing and documentation must be attached to the expense reimbursement form.

The following information is required to be included with the employee expense reimbursement request when submitting to the Controller's Office:

- Travel Itinerary (hotel, air and car rental)
- Tickets or Ticketless Itinerary
- Baggage Fee Receipt (1st bag per traveler, each way only, if applicable)
- Hotel detail bill (from the actual hotel)
- Agendas/Proof of Attendance
- Car rental receipts
- Taxi/shuttle receipts
- Parking receipts
- Justifications for any exceptions that were made (including extra night accommodations)
- Critical Expense Form (where applicable)